

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS

TRIAL BAR

**NOTE: TRIAL BAR MEMBERSHIP CARRIES WITH IT AN OBLIGATION FOR PRO BONO SERVICE. PURSUANT TO LOCAL RULE 83.11(g) OF THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS, "EVERY MEMBER OF THE TRIAL BAR IS TO BE AVAILABLE FOR APPOINTMENT BY THE COURT TO REPRESENT OR ASSIST IN THE REPRESENTATION OF THOSE WHO CANNOT AFFORD TO HIRE A MEMBER OF THE TRIAL BAR."**

INSTRUCTIONS FOR COMPLETING TRIAL BAR PETITION

**1) Part A - General Information**

This section is self-explanatory. The identification number issued by the Illinois Attorney Registration and Disciplinary Commission can be found on the registration card supplied by the Commission at the time the registration fee is paid. For other than attorneys with Illinois ARDC identification numbers, an identification number will be assigned. Item 7 must contain the complete date (month, date, year) of admission to the general bar of the U.S. District Court for the Northern District of Illinois. This date appears on the certificate of admission to that bar and in the computer index of attorneys admitted to practice maintained in the Clerk's Office. Petitioners who are not admitted to the general bar of this Court and are seeking simultaneous admission to the general bar, must submit a completed petition for admission to the general bar available at the Assignment Desk of the Clerk's Office.

**BEFORE FILING A TRIAL BAR PETITION, A PETITIONER MUST HAVE 4 QUALIFYING UNITS OF CREDIT AS OUTLINED IN PARTS B-D.**

**2) Part B - Participation Units**

This section provides space to list up to five trials. Where the applicant is using only participation units as the basis of the required experience, only the number of trials needed to provide four qualifying units should be listed. Two participation units are credited for each qualifying trial. Extended trials are credited as follows: one additional qualifying unit will be credited for each three days in excess of the first seven days, up to a maximum of four units for a single trial.

Petitioners should refer to Local Rule 83.11, Qualifications for Admission to Practice for a complete description of requirements for admission to the trial bar. In addition, petitioners should refer to Appendix C of the Local Rules for further information (see attached).

In completing the information for individual trials, each item must be completed. For dates of trial, a minimum of the month and year of trial must be provided. Length of trial must be listed in days, not weeks, hours, or fractions of days; only complete days will be counted.

**3) Part C - Observation Units**

This section provides space to list up to two trials for which credit as observation units is sought. For each trial for which credit is sought, an affidavit must be provided by the supervising attorney. The affidavit form is available at the Assignment Desk (Room 2010). Observation units may only be claimed for trials observed subsequent to January 1, 1978. Trials conducted as a 711 Attorney (Illinois Supreme Court Rule 711), may qualify for observation unit credit; however, they will not qualify for participation unit credit. For additional information, see Appendix C of the Local Rules attached.

#### **4) Part D - Simulation Units**

This section provides space to list up to two simulated trials for which credit is sought. Two credits will be given for each such course. For each simulation unit, an affidavit must be provided by the organization supervising the simulated trial. The affidavit requires both a description of the course and a certification that the applicant successfully completed it. The affidavit form is available at the Assignment Desk (Room 2010). For additional information, see Appendix C of the Local Rules attached.

#### **5) The Oath or Affirmation**

The oath or affirmation must be signed by the petitioner.

#### **6) Filing the Petition**

The petition, together with supporting forms and affidavits, must be filed in the Clerk's Office with a check in the sum of \$50.00 in payment of the admission fee. They must be mailed in or presented in person. If the applicant wishes to mail the material, it should be addressed as follows:

United States District Court  
Attorney Admissions Coordinator  
219 South Dearborn, 20th Floor  
Chicago, IL 60604

If the materials are mailed, the check in the amount of \$50.00 must be included. (See 7 below).

#### **7) Admission Fee**

The fee for admission to the trial bar is \$50.00. If it is to be paid by check, the check must be made payable to CLERK, U.S. DISTRICT COURT.

If the petition must be referred to the Executive Committee for action, the check will be retained until the petition has been returned from the committee with an indication that it should be granted.

Attached is a copy of Appendix C of the Local Rules.

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